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Letter of Interest & Firm Qualifications to

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**Boston Redevelopment Authority**

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Design and Services For the

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**South End Urban Renewal**

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**Project Area Mass. R-56**

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Submitted by:

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**Bayside Engineering Associates ,Inc**

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**February 5, 1988**

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# Bayside Engineering Associates, Inc.

CONSULTING ENGINEERS - ARCHITECTS

803 SUMMER STREET  
SOUTH BOSTON, MASSACHUSETTS 02127-1609  
TELEPHONE (617) 269-5500

February 5, 1988

Mr. Paul Reavis  
Assistant Director for Engineering  
and Design Services  
Boston Redevelopment Authority  
Room 943, City Hall  
One City Hall Square  
Boston, MA 02201

RE: South End Urban Renewal Project

Dear Mr. Reavis:

We wish to express our interest in providing design services for the above mentioned project.

As a complete architectural engineering consultant firm, Bayside Engineering is fully qualified and experienced in all areas of park and recreational design, street design, and resident inspection needed for your project. This includes design of ball and playing fields, running tracks, benches and bleachers, ball courts, swimming pools, parking, paving, lighting, fencing, landscaping and all other design requirements of this type of urban renewal project.

Examples of our work range from the multi-million dollar Metropolitan Schoolboy Track Facility, Neponset Circle, Boston, to a golf course in Mashpee, MA. These and other projects listed within this proposal demonstrate our design versatility and our flexibility and cooperation with clients.

Bayside Engineering has performed numerous resident engineer services. We were the designer and full-time resident engineer for the Rockingham Park Racetrack in Salem, New Hampshire. As the overseer of this \$12,000,000 Performance Bond, we were responsible for bringing this project in on time and within financial restrictions. We also performed similar type full-time services for the reconstruction of the Massport Bus Ramp located at Logan International Airport. We have also recently completed resident engineering services for a major urban renewal project at the Charlestown Navy Yard for the B.R.A. and are currently performing resident engineering services for another project, both of which are full-time services.



Located in South Boston, we are easily accessible to the project sites. Our current workload enables us to offer our key personnel, as well as full qualified and experienced support personnel.

We appreciate the opportunity to submit this proposal and are hopeful of gaining an interview.

Very truly yours,

BAYSIDE ENGINEERING ASSOCIATES, INC.

By: A. Paul LaRosa  
A. Paul LaRosa, P.E., President





## T A B L E     O F     C O N T E N T S

LETTER OF INTEREST

BAYSIDE ENGINEERING ASSOCIATES, INC.

-Profile

-Services

RELATED EXPERIENCE & REFERENCES

-Public Agency Experience

-Recent Related Experience

-Recreational Design

-References

PROJECT ORGANIZATION & KEY RESUMES

AFFIRMATIVE ACTION



## BAYSIDE ENGINEERING ASSOCIATES, INC.

### PROFILE

Bayside Engineering Associates, Inc., with a staff of about forty professional engineers, technicians and support personnel, has provided coordinated engineering, planning and management services to all levels of government and industry since 1967.

In the civil engineering field, Bayside's engineers have been engaged in urban renewal, bridges, highways, rapid transit facilities, land development, buildings, port and marine facilities, sanitary facilities, utility relocations, parks and playgrounds and site planning. In the past 20 years, designs produced by Bayside Engineering has accounted for more than 200 million dollars in construction value.

Our transportation engineers cover all phases of work from planning through construction administration and resident engineering services. The firm's engineers and planners have successfully completed projects involving interstate highway systems, urban and rural street systems, and arterial highways.

Our structural engineers have developed designs for some three hundred bridge projects including new structures and the rehabilitation of all types of existing structures.

Staff hydraulic engineers support the highway and land use engineers in making studies to provide for drainage and necessary hydraulic structures. This work includes run-off investigations, development of water surface profiles, back water and the sizing analysis for storm drainage systems and bridge openings. The work is expedited by the firm's computer capabilities.

Bayside Engineering Associates, Inc. has impressive experience in the preparation of environmental impact statements and has successfully completed impact statements for several highway and land use projects.

Because of our staff talents, it is possible to assemble a design team with experience in projects of similar type, resulting in an efficient design effort.

Our Boston location also allows frequent use of the many academic talents of the area for special assignments.

The "Bayside" staff possesses the skills needed for prompt decision making which assures timely and cost effective completion of your project.



## SERVICES

Bayside Engineering Associates, Inc. possesses the full professional capacity necessary to accomplish a wide range of consulting services. The availability of diverse in-house services permits unconstrained coordination of disciplines and provides the client with an economically and promptly executed project.

We offer the following services:

CIVIL ENGINEERING: Rural and urban highway design; site design; hydrological studies and reports; storm drainage and sewage collection systems design; sewage treatment facilities; solid waste disposal facilities; water supply and distribution systems; and contract documents.

STRUCTURAL ENGINEERING: Building foundation and framing design and analysis; bridge design and ratings; waterfront structures; special foundations; safety survey, inspection, and analysis of structures; shop drawing preparation and review; and contract documents.

TRANSPORTATION ENGINEERING: Traffic analyses and reports; capacity studies; signalization and channelization design; parking studies; traffic safety planning and design; and route location planning and studies.

PLANNING: Urban, development, and site planning; land use planning and specifications; feasibility studies and reports; permit applications; land surveys; landscaping; infrastructure analysis and planning; environmental impact analysis and reports; and programming.

FIELD ENGINEERING: Field inspection and construction supervision; data collection; location surveys; and traffic counts.

Mechanical, electrical, geotechnical, and other engineering services, as needed, are available to Bayside Engineering from experienced consultants which Bayside has engaged on former projects.



## **RELATED EXPERIENCE & REFERENCES**





## PUBLIC AGENCY EXPERIENCE

The abilities of the Bayside design team to work with public agencies have been proven during our previous activities in downtown Boston at the Spring Lane project and the historic reconstruction of the Blackstone Block (Fanueil Hall area). For several years we have been engaged in design and inspection at the Charlestown Navy Yard, Site Preparation Contract No. 3. During this period we have worked with private developers, utility companies, and State and City agencies (including DEQE). We are completely familiar with the entire design process and the construction sequence required for BRA projects, in particular, projects at the Charlestown Navy Yard. We are currently providing inspection services for Shipyard Park, Phase III on a full-time basis. We are confident of our abilities to complete the proposed scope of services in a timely fashion since personnel available for this project are totally familiar with the site and its special requirements. We would be available to start work immediately upon notification from the BRA.

We would be pleased to meet with you personally to further describe our qualifications or to answer any questions you may have.



SIZE AND ORGANIZATIONAL STRUCTURE  
OF  
BAYSIDE ENGINEERING ASSOCIATES, INC.

Since 1967, Bayside Engineering Associates has been providing professional design and engineering services for the construction of public works projects including waterfront facilities. We have provided these services to the Massachusetts Department of Public Works, the Massachusetts Port Authority and a great many cities and towns.

All of our principals and senior staff members are registered professional engineers and most hold Masters Degrees in Engineering. Our office in Boston is fully staffed (currently forty-one engineers, architects and technicians) and equipped with computers, word processors and other design aids to provide you with high quality design services.

Our firm is so organized that principals and senior staff members actively participate in and contribute their expertise to all of our projects. At the initiation of a project, design time flow charts, fee budgets and construction budgets are very carefully prepared in order to monitor and control the design activities. Project meetings are held weekly in order to ensure strict adherence to these schedules and budgets. In addition our project managers maintain a new close liaison with our clients in order to keep them informed on the financial and time controls of the project.



## RECENT RELATED EXPERIENCE

### Charlestown Navy Yard, Charlestown

Bayside Engineering under contract with the Boston Redevelopment Authority, has recently completed construction documents for the Charlestown Navy Yard Project. The construction program provides for utilities, streets, sidewalks, installation of water mains, sanitary lines, surface drainage lines, street lighting, signs and landscaping. Bayside coordinated work with building development in the area and provided supervision during construction.

### Revitalization of Blackstone Block, Boston

Blackstone Block, in the Haymarket district of historic Boston, is one of the oldest existing street networks in the U.S. and has been designated as a landmark area. Bayside recently completed design work relating to street and sidewalk improvements for this area including historic pavement treatment, installation of vehicular barriers and a new street lighting system. The project required full coordination with many public agencies. The final design successfully reflects the history and atmosphere of this unique area as well as being safe and attractive for pedestrians and property owners.

### Reconstruction of Spring Lane, Boston

The reconstruction of Spring Lane, a pedestrian walkway, was designed for the Boston Redevelopment Authority in 1982, construction was completed in 1983. Located between Washington and Devonshire Streets in downtown Boston, Spring Lane illustrated Bayside's streetscaping abilities in a historic city area. The lane is now a pleasant pedestrian walkthrough featuring brick paving to match the buildings along both sides and new lighting system with period light posts. The close proximity of the adjoining buildings with basements below the lane surface necessitated careful design consideration.

### North Harvard Project, Allston

Bayside Engineering was responsible for street design and site development of a major urban renewal project at North Harvard Street in Allston, MA. Project included civil, site, grading, utility relocation and installation and new lighting system for a parking area for a large urban housing complex located at Western Avenue and North Harvard Street in Allston.

### Restoration of the Muster House, Charlestown

Bayside is currently designing the restoration of the historic Muster House at the Charlestown Navy Yard. The building, which is over a century old, is an octagonal three story brick structure with an ornate cupola roof. Our designs include repointing, window replacements, roof repairs, regilding of ornamental fixtures and repainting. Work on the surrounding grounds include landscaping, replacement of stone pavement and bollards and sidewalks.

### Revitalization of Post Office Square, Boston

Bayside is currently providing ornamental lighting designs for the Post Office Square area and Spring Lane in Historic Downtown Boston.



BAYSIDE ENGINEERING ASSOCIATES, INC.

RECREATIONAL FACILITIES EXPERIENCE

The team of Bayside Engineering Associates, Inc. is proud of its accomplishments in the field of recreational facilities design.

We have designed projects ranging from local neighborhood parks with playground apparatus and ballfields to a multi-million dollar indoor/outdoor all sport facility for the Metropolitan District Commission. Bayside was recognized for visual quality of design in conjunction with a landscaping project completed along Route 1, Saugus, MA

The following pages represent the credentials of our firm, listings of completed projects in the area of recreational design and descriptions of our accomplishments in greater detail. Bayside has shown itself to be a cooperative firm of experts with an excellent record of on-schedule job completion within budget constraints and to the complete satisfaction of our clients.





- o PLAYING FIELDS, FITCHBURG STATE COLLEGE, Fitchburg, MA  
(Department of Capital Planning and Operations)

Design of outdoor playing and athletic fields including overlapping baseball diamond, field hockey and soccer fields, lighting, fencing, and parking areas.

Construction Cost: \$ 180,000

- o METROPOLITAN SCHOOLBOY ARENA, Neponset Circle, Boston, MA  
(Metropolitan District Commission)

Design services for construction of an indoor/outdoor all sport facility with areas for basketball, tennis, badminton, volleyball, hockey, boxing, handball, weightlifting. Seating for 4,800 persons. Full quarter mile all-weather track, boat launch facilities, beach and fishing sites, passive recreation areas, and bicycle paths.

Construction Cost: \$ 8,000,000

- o DAYCAMP, Stigmatine Fathers, Waltham, MA

Design services for architectural shell, complete foundation and slab, drainage, site work, grading, plus the design of pool and Roman Bath after original design.

Construction Cost: \$ 90,000

- o McDONALD STADIUM AND PARK, Malden Stadium Commission, Malden, MA

Design services study for the construction, alteration, and renovation of a community recreation area and stadium, including bleachers, fields, fencing, and lighting.

- o GIBSON PLAYGROUND, Revere, MA

Design services, including survey data, final plans, specs, and estimates for urban playground consisting of apparatus, park furniture, passive recreation areas, lighting, fencing, etc.

Construction Cost: \$ 120,000

- o DOWNER AVENUE PLAYGROUND, Boston, MA

Design services, relocation of a baseball field necessitated by highway construction, (Point of Pines Interchange, designed by Bayside.) Includes improvements of bleachers, parking area, fencing, and complete rebuilding of playing field.

Construction Cost: \$ 60,000



- o "L" STREET BATHHOUSE (JAMES MICHAEL CURLEY RECREATION CENTER), South Boston, MA

Architectural and structural designs for the complete rehabilitation of the men's section of this facility. Designs included new roofing and flashings, masonry repairs, window repairs and replacement, door and hardware repairs, replacement of plumbing fixtures, faucets and showers, and rebuilding the shower and locker rooms.

Construction Cost: \$ 300,000

- o COLUMBUS PARK STADIUM, South Boston, MA

Renovation of the stadium building including repairs to roofing and flashing, concrete repairs, replacement of gutters and downspouts and other repair items.

Construction Cost: \$ 30,000

- o GIBSON-DOHERTY LOCKER BUILDING, Dorchester, MA

Complete renovation designs for new metal roof and flashing, repairs to entrance stairs, masonry pointing, new entrance doors, repairs to windows and trim and removal of graffiti.

Construction Cost: \$ 70,000

- o HORMEL STADIUM, Medford, MA. A. Paul LaRosa, Engineer of Record.

Previous to the formation of Bayside Engineering, Mr. LaRosa directed and participated in the design of this stadium including a quarter-mile outdoor track, playing fields, fencing, parking, lighting, etc.

Construction Cost: \$ 1,400,000

- o MASHPEE GOLF COURSE, Mashpee, MA

Design of an 18 hole golf course in cranberry bog area. Involved complex drainage and wetlands design. Project included man-made lakes, footbridges, all landscaping design.

Construction Cost: \$ 2,000,000



## REFERENCES

### BAYSIDE ENGINEERING ASSOCIATES, INC.

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Town of Groveland: Mr. Joseph Josephs, Executive Assistant  
Town Accountant

Groveland Town Hall 01834 (617) 374-0583

Town of Whitman: Mr. Norbert J. Fredette, Town Engineer  
P. O. Box 454  
Whitman, MA (617) 447-5547

Town of Wareham: Mr. Antone L. Fernandes, Jr.  
Director, Municipal Maintenance Dept.  
95 Charge Pond Road, Wareham, MA 02571 295-5300

Town of West Concord:  
Mr. John McQuilkin, Chairman, West Concord  
Traffic Commission  
542 Elm Street  
Concord, MA 01742 (617) 727-9129

Town of Newbury: Mr. Angelo Machiros, Chairman, Board of Selectmen  
Newbury Town Hall  
Newbury, MA (617) 462-2332

### MASSACHUSETTS DEPARTMENT OF PUBLIC WORKS

10 Park Plaza, Boston, MA 02116  
Robert McDonagh, Chief Engineer, 617-973-7830  
Robert V. Costello, Bridge Engineer, 617-973-7570  
Carl Cote, Highway Expediter, 617-973-7875

### BOSTON REDEVELOPMENT AUTHORITY

One City Hall Square, Boston, MA 02210  
Basil Adams, Construction Manager 617-722-4300  
Richard Hong, Project Engineer, 617-722-4300

### ROCKINGHAM VENTURE, INC.

Rockingham Park Boulevard, Salem, NH 03079  
Joseph E. Carney, Jr., President, 603-898-2311 or 603-474-3065

### BOSTON PUBLIC FACILITIES DEPARTMENT

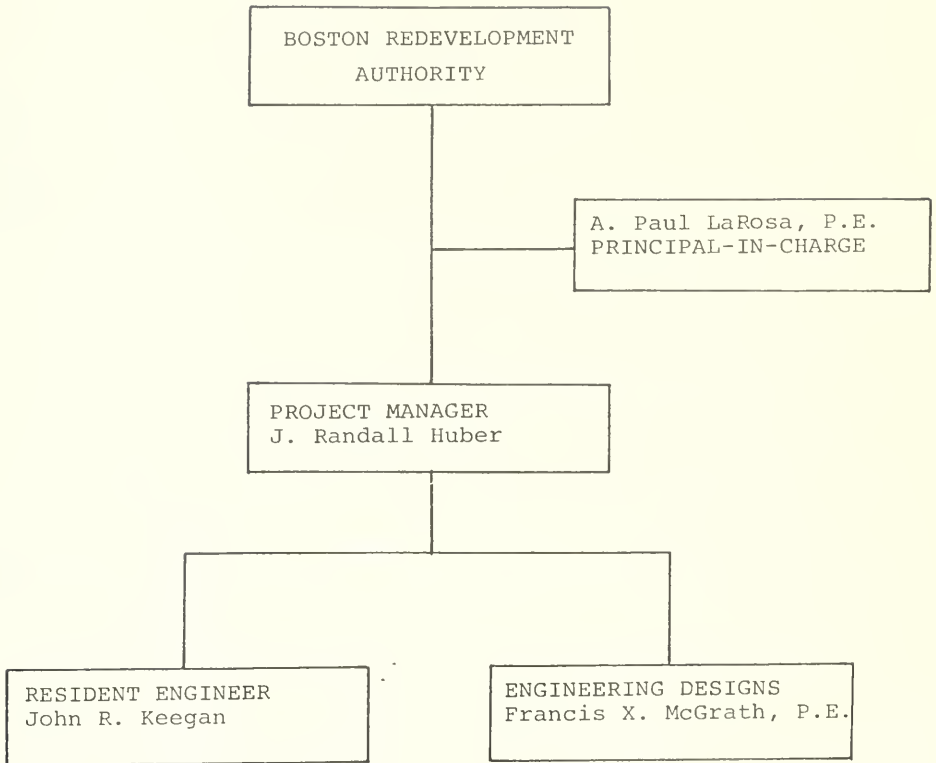
26 Court Street, Boston, MA 02108  
Victor Hagen, Asst. Director, 617-725-4935



## **PROJECT ORGANIZATION & KEY RESUMES**









A. PAUL LAROSA, P.E.

PRINCIPAL ENGINEER

1968 - Present      BAYSIDE ENGINEERING ASSOCIATES, INC.  
Total job coordination; preparation of environmental, civil and safety data at public meetings and before various concerned agencies; building design; planning; specifications; Designer-of-Record of over 200 million dollars of architectural, civil and environmental engineering projects.

1951 - 1968      Employed as Civil Engineer, Project Engineer and Chief Engineer by Boston-based consulting engineering firms.

PROFESSIONAL  
REGISTRATIONS      P.E., Civil, Massachusetts, 1960

PROFESSIONAL  
AFFILIATIONS      -Construction Specifications Institute (CSI)  
-National Society of Professional Engineers  
-Boston Society of Civil Engineers  
-American Society of Civil Engineers  
-Former State President: Mass. Society of Professional Engineers  
-Former State Secretary: Consulting Engineers Council.

EDUCATION      A.E., Civil, Northeastern University, Boston  
B.S., Industrial Technology, Northeastern University

PROJECTS  
INCLUDE:      - Rockingham Race Park Complex, Salem, NH: new grandstand, reconstructed clubhouse and various other buildings. Const. Cost: \$12,000,000  
- McDonald Stadium, Malden, MA: Studies and design for track facilities.  
- Metropolitan Schoolboy Arena, Neponset circle, Boston: Complete A/E design of this \$8,000,000 all-sports facility.  
- Fitchburg State College Playing Fields: site layouts, parking designs, lighting.  
- Hormel Stadium, Medford, MA: designer-of-record of this running track and athletic field facility.  
- Boston Athletic Club, Boston: complete architectural and structural designs for this athletic complex  
- Ballfield and playground apparatus at the Stigmatine Fathers daycamp, Newton, MA.



JOHN RANDALL HUBER

CIVIL ENGINEER & PROJECT ESTIMATOR

1974 - Present      BAYSIDE ENGINEERING ASSOCIATES, INC.

Project Engineer participating in and in charge of Surveying, Site Layout and Design, Site Drainage Design, Estimates, Construction Supervision and Inspection.

1972 -1974      Employed as Engineer by a Boston-based consulting engineering firm. Assistant to the Chief Engineer and in charge of field survey, soils and concrete inspection and testing, and subdivision layout.

PROFESSIONAL  
REGISTRATIONS

Surveyor-in-Training, MA, 1977

EDUCATION

B.S., Worcester Polytechnic Institute, 1970,  
Mathematics

RELEVANT  
EXPERIENCE

- Metropolitan Schoolboy Arena, Neponset Circle, Boston: Drainage designs, estimates, site work
- Stigmatine Fathers Daycamp recreational facilities, Newton, MA: site work, drainage designs
- Fitchburg State College recreational fields, Fitchburg, MA: Field direction and inspection of the construction of athletic fields.
- Charlestown Navy Yard, Charlestown, MA: Roadway construction and development.
- Reconstruction of the Blackstone Block, Haymarket District, Boston, MA: Field survey, design and construction supervision of the oldest street network in the U.S.
- Parking lots with capacities up to 3,000 cars.
- I-95 Landscaping project, Danvers to Newburyport.
- Safety Improvements to Beacon and Hammond Streets, Boston and Newton, MA
- Route 97, Groveland, MA: Survey & Design for 3 miles of reconstruction.
- Chestnut Street, Abington, MA: Field survey, roadway & drainage design, construction inspection.
- Dascom and Frontage Roads, Andover, MA: Design of roadway and intersection reconstruction including commuter parking lot.
- Route 14, Brockton & Whitman, MA: 3 miles of urban roadway reconstruction; included storm drainage and new sidewalks.



JOHN R. KEEGAN

RESIDENT ENGINEER

- 1984-Present      BAYSIDE ENGINEERING ASSOCIATES, INC.  
Construction Inspection, cost and quantity estimates, field survey, shop drawing review, drafting supervision.
- 1980-1984      Employed by Massachusetts, Florida and Texas based engineering offices as geotechnician, drilling assistant, draftsman and research assistant. Worked with engineers to run structural tests of rock core and sand samples, classified soil and rock samples according to A.S.T.M.E. standards.
- EDUCATION:      B.S., Physical Sciences/Geology, Boston State College  
A.A.S., Forestry, Essex Agricultural and Tech. Institute
- PROJECTS INCLUDE:
- Resident Engineer: Renovations to the Charlestown Navy Yard, Boston, for the Boston Redevelopment Authority. Responsible for construction inspection, contractor liaison, shop drawing reviews.
  - Boston City Hall Rehabilitation Phase 1. Resident inspection of roof and masonry repairs.
  - Construction inspection: Dudley Highway Garage. Included extensive site preparation.
  - Construction inspection for the reroofing and other repairs to four Methuen School.





SENIOR STRUCTURAL ENGINEER

1968 - Present      BAYSIDE ENGINEERING ASSOCIATES, INC.  
Senior Engineer, Project Engineer on numerous  
structural reconstruction projects; Coordinator  
of Structural Analysis Projects, Supervision of  
Field Teams.

1964 - 1968      Employed as Structural Engineer by Boston  
consulting firms.

PROFESSIONAL  
REGISTRATION      P.E., Civil, Massachusetts, 19782

EDUCATION:      B.S., Civil, Northeastern University, Boston, MA  
M.S., Structures, Northeastern University

RELEVANT  
EXPERIENCE:

- Rockingham Park Complex, Salem, N.H. (new  
grandstand, reconstructed clubhouse, and  
various auxiliary bldgs).
- Renovations to three recreational buildings  
for the City of Boston.
- Metropolitan Schoolboy Arena: site design,  
parking, grading, drainage, lighting,  
fencing, slope protection along river, seating  
designs.
- Boston Athletic Club, Boston
- Gibson Playgrond, Point of Pines, Revere, MA:  
basketball and tennis courts, site design.
- T.J. Maxx National Distribution Center,  
Worcester, MA
- Combat Vehicle Maintenance Shop and Offices,  
Camp Edwards, MA
- V.A. Hospital, 6,000 s.f. Building, West  
Roxbury, MA
- S.A.Y. Industries, Leominster, MA
- Gary Chemical Corp., Leominster, MA
- Star Container Corp., Leominster, MA
- Renovation and Conversion of 419-423 Summer  
Street, South Boston, MA
- Renovations and additions to the Lowell and  
Malden District Courthouses.
- Roof Replacement and Repair, Mass. Hospital  
School, Canton, MA
- Restoration of Peabody City Hall, Peabody, MA
- 10 Post Office Square Building, Structural  
Analysis for rehabilitation.



## AFFIRMATIVE ACTION



## EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PROGRAM

1987

### PREFACE

Bayside Engineering Associates, Inc. is committed to offering employment, training, and promotion opportunities without regard to an applicant's or employee's race, color, religion, handicap, national origin, veterans status, age or sex.

Our Affirmative Action Program is designed to accomplish two objectives: (1) to reaffirm our continued commitment to a program of merit employment policies and (2) to assert leadership within the community and to put forth the maximum effort to achieve a balanced work force, reflective of the population within our business or recruitment area.

Bayside further recognizes that the effective application of a policy of merit employment involved more than just a policy statement and will, therefore, undertake a program of affirmative action to make known that equal employment opportunities are available on the basis of individual merit, and to encourage all persons to seek employment with Bayside and to strive for advancement on this basis.

The Management of Bayside Engineering Associates, Inc. has prepared this written Affirmative Action Plan on a strictly voluntary basis. In the preparation of this Affirmative Action Plan, the terminology used in E.O. 11246, and its implementing regulations, has been used as a guide by Bayside. The use of such terminology should not be construed as an admission by Bayside, in whole or in part, that in fact Bayside is in violation of Federal, State, or local fair employment practice laws.

In developing and implementing this Affirmative Action Program, Bayside has been guided by its established policy of providing equal employment opportunity. The goals which Bayside has formulated in conjunction with this Affirmative Action Program are not intended as rigid, inflexible quotas that must be met, but rather as targets toward which Bayside will apply every good faith effort.



## AFFIRMATIVE ACTION POLICY

- I. It is the policy of Bayside Engineering Associates, Inc. to:
- A. Recruit, hire, train, and promote persons in all job titles, without regard to race, color, religion, handicap, national origin, veteran status, age or sex, except where age or sex are a bona fide occupational qualification as stated under the Civil Rights Act of 1964, under Executive Order 11246, as amended.
  - B. Base decisions on employment so as to further the Principle of Equal Employment Opportunity.
  - C. Insure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
  - D. Insure that all personnel actions such as compensation, benefits, transfers, company sponsored training, education, tuition assistance and social and recreational programs will be administered without regard to race, color, religion, age, sex, handicap, or national origin.
- II. The firm has an Affirmative Action Officer, Manuel A. Priante, Personnel Officer, who coordinates our Affirmative Action Policy and Programs. The content, construction, reporting and monitoring of the programs are administered by Mr. Priante and, therefore, all inquiries concerning Equal Employment Opportunity/Affirmative Action should be directed to him in the Personnel Department.
- III. Our affirmative Action Program is designated to accomplish two objectives: (1) To reaffirm our continued commitment to a program of merit employment policies and (2) To assert leadership within the community and to put forth the maximum effort to achieve a balanced work force, reflective of the population within our business or recruitment area.
- IV. We are committed to making steady and measurable progress toward the achievement of our Affirmative Action goals. The ultimate responsibility for successfully fulfilling the intent of this policy lies with every Manager, Supervisor, and Employee to actively support the philosophy and policies contained in our Equal Employment Opportunity/Affirmative Action Program.

Signed,

*J. Paula La Rosa*  
Chief, Executive Officer

*Manuel A. Priante*  
Personnel Officer







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